

**Knowledge Management Working Group
Federal CIO Council
May 3, 2000**

Meeting Minutes

Location: **Brookings Institution
1775 Massachusetts Ave, NW
Washington, DC**

Time: **1:30- 3:30 PM**

The meeting of the Knowledge Management (KM) Working Group was called to order by Dr. Shereen Remez, Chief Knowledge Officer (CKO), General Services Administration (GSA), and Alex Bennet, Deputy CIO at the Navy, Co-Chairs of the Working Group.

Alex Bennet presented the KM Working Group with a "Talking Stick" which she will bring to the monthly meetings. Alex passed the Talking Stick around the group and welcomed any comments. Alex Bennet also made her Navy Knowledge-Centric tool available to everyone in the group, free of charge, with a request that people provide her with feedback on how she might make improvements to the tool. The Department of the Navy bought governmentwide rights to the CD for all agencies to use free of charge. Her only stipulation was that she would like suggestions on how to make it better, any helpful hints, or improvements.

Shereen Remez mentioned that she went to see John Seely Brown, knowledge management guru from Xerox, earlier that morning at the Ronald Reagan Building. She recommended his new book, The Social Life of Information, co-authored with Paul Duguid.

Shereen Remez invited everyone to participate at the June 13th KM Working Group Strategic Planning Session being held at the Brookings Institution to help outline our goals and accomplishments for the coming years. Please see the flyer below.

**KM Working Group
Strategic Planning Session**

**June 13, 2000 - (10:00 am - 3:00 pm)
Brookings Institution (Saul Room)**

Transportation:

Metro: Dupont Circle Stop - 19th Street Exit

Parking: Public Parking Garage on 18th Street, south of Mass. Ave.

Shereen Remez and Alex Bennet, Co-Chairs of the Federal CIO Council's KM Working Group, invite you to participate in a strategic planning session to be held June 13, from 10:00 am - 3:00 pm. The purpose of this working session is to develop a business case for each SIG and compile them into an overall strategic plan for the upcoming fiscal year. This plan will be incorporated into the overall CIO Council's Strategic Plan for FY 2001.

**If you plan to attend this session, you must RSVP by May 31, to
Wendy Stoner by calling (202) 208-7233 or via e-mail: wendy.stoner@gsa.gov**

For planning purposes we will need to get an exact head count ahead of time, so it is important that you inform Wendy of your attendance by May 31.

Thanks for your support and we look forward to seeing you June 13 at Brookings.

Patrick Plunkett from GSA and Chair of the KM Strategies & Best/First Practices SIG introduced George Kondrach, General Manager, ISOGEN International, Data Channel, the guest speaker for the May 3 meeting.

George Kondrach gave an hour presentation on Enterprise Knowledge Portals. Mr. Kondrach's slide presentation can be found on our website: www.km.gov.

SIG Chair Reports:

KM.Gov Web Site & Technology:

Co-Chair John Andre, OPM, put out a call for more content to add to km.gov. He said he would post any SIG documents, or other links that might be of interest to the government's knowledge management community. Co-Chair Giora Hadar, FAA, agreed with John that they are anxious for more content to post on km.gov and that he was working with the human resource knowledge management group to add their extensive resource listing (books and articles) to the web site.

Communities of Practice:

Chair Mike Burk, FHWA, who has taken over as chair from Tom Horan, GSA, mentioned his SIG is busy arranging visits to companies and organizations that currently have communities of practice in place. He also invited everyone to join them on May 17 and May 31 for their upcoming meetings. Please contact Mike if you are interested in attending for information on time and location. Mike's e-mail: mike.burk@fhwa.dot.gov

KM Strategies & Best/First Practices:

Chair Pat Plunkett, GSA, mentioned his SIG is busy working on two products: 1. An executive summary - a directory of needs and areas of interest and 2. E-Gov Survey - collecting government ideas from the e-gov survey

CKO Competencies:

Chair Dr. Robert Neilson, NDU, reported that his SIG held a session to develop a list of competencies for the knowledge management position in government.

Program & Strategic Planning:

Michele Heffner, GSA, introduced Stephen Zabrenski from Treasury, who will be co-chairing this SIG with her. She also discussed the June 13 Strategic Planning Session and mentioned the business case worksheet, see below, which will be used as an outline for our overall plan.

CIO Council
Business Case Worksheet
Knowledge Management Committee

Objective 1.0: _____

The focus should be on identifying initiatives that will begin in FY2000 and FY2001. For these initiatives, the entire form should be completed. Sections A, C, D, and G should be completed for initiatives that will begin in FY2002 and later.

Initiative 1.1: _____

Initiatives: Clearly defined projects with milestones that define what is to be accomplished, when it is to be accomplished, how much time and what resources are required, and who will be responsible. Taken together, initiatives deploy resources to accomplish the goals and objectives.

A. Brief Description of Initiative

Briefly address the who, what, where, when, how, and why of this initiative.

B. Associated Affinity Group(s) Activities

Briefly describe the actions by various affinity groups related to this initiative.

C. Milestone Schedule and Description

By fiscal year, include dates for initiative start, initiative end, key decisions, deliverables, and events. Identify who is responsible.

D. Benefits

Describe how and how much the initiative contributes to the objective.

E. Measures

Quantify how you will know if this initiative has been successful. State the measure(s).

F. Risk

Briefly describe any risks associated with implementing this initiative.

Briefly describe any risks associated with not implementing this initiative.

G. Cost

How much will the resources required for this initiative cost?

FY2000:

FY2001:

FY2002:

FY2003:

FY2004:

FY2005:

FY2006:

No reports were made by the following SIGs:

Legislation & Intellectual Property:	Chair: Rich Kellett, GSA
KM Training:	Chair: Rich Kellett, GSA

The meeting adjourned at 3:30 PM.

The next regular monthly meeting of the KM Working Group will be held September 6.